

## **SITE PLAN REQUIREMENTS FOR PROJECTS 5,000 SQ. FT. >**

- LEVEL 1: (7) Complete Sets of Drawings
- LEVEL 2: (17) Complete Sets of Drawings, **and** an 8-1/2x11 copy of site and landscape plan.
- LEVEL 3: (17) Complete Sets of Drawings, **and** an 8-1/2 x 11 copy of site and landscape plan **plus** (11) additional sets with revisions if applicable, plus one 8 1/2 x 11 reduction of each drawing for Planning and Zoning Commission to be submitted after Technical Review.

**\*\*\*For Commercial Developments, a completed Zoning Application Form, Level One Fire Protection Review Form, Completed Checklist of Requirements, Landscape Plan and Site Plan must be submitted.**

**\* Site plans must include a “Title Block” containing the following information:**

- Name of Property Owner (s)
- Name, Address, and Phone Number of Contact Person
- Name of Project
- Location of Project, Address and a Vicinity Map
- Name of Design Professional, if Applicable
- Design Professional Seal and Signature, if Applicable
- Scale: Between 1 inch = 10 ft. and 1 inch = 50 ft
- North Arrow
- PIN Numbers
- Date of Drawing
- Subsequent Revision Date
- Zoning District
- Number of Residential Units, if Applicable
- Name or Title of Plan (e.g. Sketch Plan, Site Plan, Landscape Plan)
- Size of Property in Acres
- List Number of Parking Spaces Required and Provided by Type


**\* The Site Plan must include the following:**

- Show all Existing Property Boundaries with Dimensions (Show Entire Property)
- Show Zoning Boundary and Split Zones, if Applicable
- Show all Existing Overlay Zones, if Applicable
- Show Neighboring Uses and Zoning
- Show and Label all Flood Zones, if Applicable
- Show Existing and Proposed Topographical Contours (5 ft. increments)
- Show Required Setbacks: Note and Dimension any Encroachments. Note Distances from Proposed Buildings to Property Lines and Distances Between Buildings


**CONTINUED ON REVERSE SIDE.....**

- Show and Label all Existing and Proposed Structures, Renovations, Parking, Loading Docks, Dumpsters and Outdoor Storage Spaces ☐
- Note or Show all Proposed Building Heights and Number of Stories ☐
- Show Building Size and Square Footage ☐
- Show Accessibility Compliance per NCSBC-Volume 1-C, Showing 1 Foot Topographical Increments (i.e. handicap ramps, handicap parking, etc.) ☐
- Show Existing and Proposed Access Points, including Streets, Driveways, Sidewalks and Bike Paths (Note if any Access Points are not to be used) ☐
- Neighboring Streets Showing Name and Width ☐
- Show Existing and Proposed Easements; Label and Dimension ☐
- Show and Dimension all Right-of-Ways ☐
- Show Visibility Triangle at Driveway and Calculations for Such ☐
- Show all Traffic Control Devices, Both Onsite and Offsite (Label as Such) ☐
- Show Proposed Parking Lot Layout and Direction of Traffic Flow ☐
- Show and Dimension Lot Aisle Width and Parking Spaces, including Handicap Spaces ☐
- Show Location and List Number of Shared Parking Spaces, if Applicable ☐
- Show and Label Bicycle Parking ☐
- Calculate and List Open Space Requirements by Type and Percentage, if Applicable ☐
- Calculate Impervious Surface Area ☐
- Show and Indicate Locations of Nearest Fire Hydrants ☐
- Show Existing and Proposed Water Lines and Sewer Lines ☐
- Show Existing and Proposed Bus Stops, if Applicable ☐
- Show Proposed Phases, if more than one phase, and Note Proposed Development Timing ☐

**\* When Submitting Plans for Sites with Multiple Buildings to be Constructed in Phases, a Master Plan Must Accompany the Site Plan, Clearly Delineating the Project Phases.**

**Checklist and Plans are to be submitted to the Permit Center, located at the Public Works Building, 161 South Charlotte Street, Room A-105, Asheville, NC 28801.**